



#TheWrd

Further Education Policies & Procedures

Policy_06: #THEWRD FE Internal Moderation Policy

#THEWRD will ensure there is an accredited lead internal moderator assigned to each learning centre. The Lead Moderator will ensure that the process is valid, reliable and covers all assessors and course activity. The lead moderator will oversee an effective internal moderation system which is open, fair and free from bias and are aligned with awarding body requirements. All decisions are to be recorded accurately and stored safely.

The Internal Moderator is responsible for:

- Maintaining a robust and rigorous internal moderation procedure
- Maintaining accurate and detailed records of assessment decisions
- Developing assessment procedures that will minimise the opportunity for malpractice
- Ensuring any conflict of interest is declared and assessors replaced if necessary
- Ensuring decisions made by assessors on work is accurate and meet unit evidence requirements and national standards
- Ensuring there is an accurate and detailed record of assessment decisions
- Ensuring that assessment decisions are impartial, valid and reliable
- Ensuring that learners are provided with assessments that are fit for purpose to enable them to produce appropriate evidence for assessment

- Ensuring students work shows evidence of assessment and summative feedback
- Providing samples for as required by the awarding body
- Ensuring that the sample of moderated assessment decisions is covering:
 - every unit
 - every assessor
 - a range of learner achievement
 - a range of work from every assessment
 - a range of work from every site

The Assessor is responsible for:

- Ensuring students understand what is expected of them, what is to be assessed and how it is to be assessed.
- Ensuring conditions and materials required for assessment are available
- Assessing learners evidence using only the published assessment and grading criteria
- Authenticating evidence the learner provides
- Identifying gaps or shortfall in the students competence in feedback
- Ensuring all grades and feedback are recorded on authorised feedback paperwork with the specific detail required for the assessment
- Returning all completed marked work to the relevant Exams Officer on completion
- Applying cap of PASS for learner achievement if work is submitted late without evidence of Mitigating Circumstances (capping is carried out by the relevant exams officer)
- Knowing who will act as Lead Moderator

#THEWRD is committed to ensuring that assessments are carried out in an accurate and fair manner and that students are assessed and marked at a level consistent with awarding body expectations and to

national standards.

Internal Moderation sampling procedure

This procedure is for guidance and will be seen as compulsory only when an area is identified as not meeting minimum acceptable standards arising from internal moderation. #THEWRD will be vigilant regarding internal moderation and where malpractice occurs it must be dealt with in an open and fair manner.

#THEWRD FE examinations are carried out at various points throughout the year, on varying units. Students are assessed by a Lead Assessor and other assessors (if required) for the particular unit or units they are aiming to achieve. It is #THEWRD policy to sample every unit, assessor, a range of achievement, a range of work from every assessment and every site. (New markers and units will have 100% of assessments moderated. this sample size will decrease in subsequent years.) This process is as follows:

1. #THEWRD's Lead Internal Moderator designs an Internal Moderation Planner, which clearly maps out all FE assessments being taken and the size of the sample to be verified. The Lead Moderator will then arrange for sampling to be undertaken by the internal moderation team, in good time prior to feedback being issued to students. All assignment briefs are internally verified in advance of being issued to students.
2. A marking workshop is delivered at the start of each year for all markers, to cover grading criteria, assessment feedback and assessment protocol. Examples of good and poor marking practice are used to inform training. Training materials, including videos, are also available to access on the #THEWRD VLE.
3. All live performance or practical-based assessments are recorded by video, for internal verification or standards verification purposes.

4. The Lead Moderator will ensure timely meetings with the moderation team are scheduled and minuted.
5. The IV process is further explained in the accompanying graphic description